

**STATE OF DELAWARE
EMERGENCY RESPONSE COMMISSION
- SERC -
INFORMATION & TECHNOLOGY COMMITTEE MEETING**

Delaware State Fire School
1461 Chestnut Grove Road, Dover, DE 19904

Tuesday May 30, 2017 @ 10:00

Agenda

1. Call to order

Quorum check (6):

David Irwin – Chair		Chip Stevenson – Sussex LEPC	
Bob Pritchett – DNREC/EPCRA		Brandon Olenik – Kent LEPC	
Bill Davis – DNREC/EPCRA	NA	David Mick – Kent LEPC	NA
Robert Newnam - DSFS		Jake Morente – NewCastle LEPC	NA
Vinnie Miller – DSFS			
Richard Perkins – DHSS		Bill McCracken – NewCastle LEPC	
Avery Dalton – DEMA		Chris Williams - 911 NewCastle	NA
Lynn Kruger – Private Sector		Danny McLaughlin - 911 Kent	NA
George Giles – Wilmington LEPC		911 Sussex	NA

2. Approval of agenda

3. Approval of October 26, 2016 Meeting Minutes

4. Old business

a	DHSS representative confirmation	R. Perkins
b	Open FY 2017 projects, timeline for full implementation	All
c	Contractor update of <i>TierIIManager</i> TM to include new hazard classes	B. Davis
d	Fire Department candidates for <i>TierIIManager</i> TM access	J. Morente LEPC Chairs
e	DSFS training <i>TierIIManager</i> TM module	V. Miller
f	Website containing a list of links and hazardous materials resources for emergency response personnel to use for primarily planning but also response	V. Miller
g	Living SERC-IT document to describe and designate all tasks associated with <i>TierIIManager</i> TM , as well as other EPCRA related information management issues (like public info policy, procedures and documentation for 304 notifications to LEPC mailboxes, etc.) so that (1) all roles are understood and executed, and (2) to aid succession planning.	R. Pritchett
h	Updates to Tier II HazMat sites layer and other GIS layers previously loaded in Tier II Manager System. Continue efforts working with 911 Fire Dispatch Centers to ensure all Fire Districts, Cross Streets and 911 Address Fields are completed for reporting facilities in Tier II Manager System.	R. Pritchett

5. New Business

6. Next meeting date and time

7. Adjournment